

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, December 13, 2011

Attendants:

BOARD- President Hal Carroll (H.C.)
Vice President Brigitte Shearer (B.S.) (excused early at 8:45pm after New Business)
Jim Sell (J.S.)
Pam Merkadeau (P.M.)
Michelle McNeil (M.M.)

STAFF- Margaret Glomstad (M.G.)
Jeff Schwartz

CALL TO ORDER

The meeting was called to order at 7:12pm by Board President H.C.

REVIEW AND APPROVAL OF THE MINUTES

The minutes of the November 8, 2011 Regular Board Meeting were reviewed and approved as read.

INTRODUCTION OF GUESTS

Bill Gutsell and Pat Keller of Keller and Daseking Architects.

ITEM 9-NEW BUSINESS – MOVED FOR THE GOOD OF THE ORDER

- A. Bill Gutsell presented information regarding Keller and Daseking's request for additional architectural fees for the Child Development Center. The Board discussed the request. No action was taken and the matter will be revisited at the January Board Meeting.

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None

MANAGER'S REPORT

- A. Programming- Swim team is averaging 85 swimmers per month compared to last year which was an average of 69 swimmers per month. ASP is at 86 children per day. The licensing inspection for the early education center has been scheduled for Tuesday, December 20.
- B. Facilities/Grounds-The new kitchen cabinets and counters will be installed over the winter holiday. The fitness room door has been replaced.
- C. Administration-The audit has been completed. At the January Board Meeting Board positions and committees will be discussed. Notice has been given that an increase of 14.7% for the garbage collection rates will be discussed by the Board of Supervisors.

- D. LAFCo Update-The preliminary report is not currently available for review. The District final audit has been sent to LAFCo. It is anticipated that the District review will be on the January 2012 LAFCo agenda.
- E. The steps to finalize the encroachment permit for 1775 Yorktown Road is in progress.

COMMITTEE REPORTS

- A. The Employee Handbook Review Committee anticipates a proposed revision of the employee handbook will be ready for the January 2012 Board Meeting.

FINANCIAL REPORT

- A. The Rec. is at 42% of the budget. The Board reviewed the preliminary financial report.

OLD BUSINESS

- A. The Child Development Center has reached substantial completion. Punch list items still to be resolved include the heating system, interior lighting and replacement of a broken fan. Discussion of remaining change orders will be discussed at the January 2012 Board Meeting.
- B. The Board discussed the revised tennis court rules. P.M. made a motion to the revised tennis court rules and the motion passed unanimously.

NEW BUSINESS

- A. MOVED FOR THE GOOD OF THE ORDER

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member M.M. made a motion to pay the bills and the motion passed unanimously.

ADJOURNMENT

Board Member M.M. made a motion to adjourn the meeting and the motion was passed unanimously. The meeting was adjourned at 9:12pm.

Respectfully submitted,

Margaret Glomstad
Board Secretary